

PROPOSED AMENDMENTS TO FY 2011-12 BUDGET
Amendment Packet No. 1

1. General Fund – Police Department:

Remove a duplicate \$25,000 budget entry for Marketing Educational Consultant Fees and appropriate \$15,000 of these funds for developing a Strategic Plan for the Police Department and the remaining \$10,000 to the General Fund Contingency.

Account #		FY 2011-12 Amended Recommended
001-60-0622-511	Professional Services	(\$25,000)
001-60-0611-511	Professional Services	\$15,000
001-13-0003-991	Contingency	10,000

2. General Fund – Economic & Capital Development Department:

Re-appropriate \$35,000 in remaining unspent funds that were designated to assist the Oregon Technology Business Center in securing and equipping an incubator site. The \$35,000 is requested to assist with fundraising and sponsorships.

Account #		FY 2011-12 Amended Recommended
001-72-0654-511	Professional Services	\$35,000
001-03-0000-301	Beginning Working Capital	\$35,000

3. Community Development Block Grant Fund:

To reflect the reduction (\$45,601) in the Community Development Block Grant funding from HUD (from \$600,000 in the recommended budget to \$554,399).

Account #		FY 2011-12 Amended Recommended
106-03-0000-327	Federal Grant Revenue	(\$45,601)
106-70-0611-321	Admin. Program, travel expense	(\$1,000)
106-70-0611-377	Admin program, public relations expense	(\$2,393)
106-70-0611-511	Admin program, professional services expense	(\$5,727)
106-70-6018-383	18 th PY public services expense	(\$6,840)
106-70-6018-517	18 th PY business development loan expense	(\$29,641)

4. Library Fund – Children's Services Program:

To correct the salary and fringe benefit expense for a Librarian position due to the FY 11-12 Proposed Budget not reflecting the increase of 522 hours that was inadvertently left out of the budget when the position's FTE was increased from .75 FTE to 1 FTE.

Account #		FY 2011-12 Amended Recommended
115-35-0551-9910	Library Fund Contingency	(\$18,731)
115-35-0555-260	Librarian	\$14,532

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115-35-0555-299 Payroll Taxes and Fringes \$4,199

5. Sewer Fund – Economic & Capital Development Department:

To transfer the new Project Engineer 1 position and the associated fringe benefits from the General Fund – Engineering Services Program to the Sewer Fund – Enterprise Management Administration Program as this position will work on sewer replacement and rehabilitation projects which are funded by contributions from Clean Water Services.

Account #		FY 2011-12 Amended Recommended
001-72-0703-084	Project Engineer 1	(\$67,441)
001-72-0703-299	Payroll Taxes and Fringes	(\$42,520)
001-13-0003-991	General Fund Contingency	\$109,961
502-72-0740-084	Project Engineer 1	\$67,441
502-72-0740-299	Payroll Taxes and Fringes	\$42,520
502-85-0753-991	Sewer Fund Contingency	(\$109,961)

6. Insurance Fund – General Liability and Workers Comp. Insurance Program:

To reduce the following insurance coverage figures to more accurately reflect the projected amounts.

Account #		FY 2011-12 Amended Recommended
706-40-0010-387	General Liability Insurance	(\$94,617)
706-40-0010-388	Property Insurance	(\$28,300)
706-40-0010-390	Public Employees Bond	(\$5,400)
706-40-0010-991	Contingency	\$128,317
706-40-0014-389	W/C Excess Insurance Coverage	(\$1,030)
706-40-0014-395	Performance Bond Insurance	(\$6,500)
706-40-0014-991	Contingency	\$7,530

7. General Fund – Council:

Transfer the Events at the Round \$8,500 appropriation and the Unity Walk \$3,200 appropriation from the Council's budget to the Arts Culture and Events Programs budget.

Account #		FY 2011-12 Amended Recommended
001-05-0511-325	Community Events Expense	(\$11,700)
001-10-0527-325	Community Events Expense	\$11,700

8. General Fund – Mayor's Office:

Transfer Citizen's Survey appropriation from Mayor's Administration Program to Community Involvement and Public Affairs Program.

Account #		FY 2011-12 Amended Recommended
001-10-0521-511	Professional Services	(\$15,000)
001-10-0522-511	Professional Services	\$15,000

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Position Changes As Presented by Human Resources Director (See Attached Exhibit)

9. General Fund – Finance Department:

Reclassification of the Assistant Finance Director position from salary grade 1501, step 7 to salary grade 1601, step 7.

Account #		FY 2011-12 Amended Recommended
001-20-0548-086	Assistant Finance Director	\$7,788
001-20-0548-299	Payroll Taxes and Fringes	\$2,073
001-13-0003-991	General Fund Contingency	(\$9,861)

10. General Fund – Mayor's Office – Emergency Management:

Reclassification of the Emergency Management Program Coordinator from salary grade 9, step 7 to salary grade 10, step 7.

Account #		FY 2011-12 Amended Recommended
001-10-0635-210	Emergency Management Program Coordinator	\$4,596
001-10-0635-299	Payroll Taxes and Fringes	\$1,245
001-13-0003-991	General Fund Contingency	(\$5,841)

11. General Fund – Mayor's Office:

Reclassification of the Public Information Manager position from salary grade 14, step 7 to salary grade 15, step 7.

Account #		FY 2011-12 Amended Recommended
001-10-0522-220	Public Information Manager	\$6,504
001-10-0522-299	Payroll Taxes and Fringes	\$1,475
001-10-0003-991	General Fund Contingency	(\$7,979)

12. General Fund – Police Department:

Reclassification of the Police Records Manager position from salary grade 11, step 7 to salary grade 12, step 7.

Account #		FY 2011-12 Amended Recommended
001-60-0621-201	Police Records Manager	\$5,508
001-60-0621-299	Payroll Taxes and Fringes	\$1,272
001-13-0003-991	General Fund Contingency	(\$6,780)

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13. Garage Fund – Fleet Maintenance:

Reclassification of Fleet Manager position from salary grade 12, step 4 to salary grade 13, step 4.

Account #		FY 2011-12 Amended Recommended
602-85-0762-136	Fleet Manager	\$5,016
602-85-0762-299	Payroll Taxes and Fringes	\$1,357
602-85-0762-991	Garage Fund Contingency	(\$6,373)

14. Public Works – Street Maintenance, Sewer System Maintenance, and Storm Drainage Maintenance Programs:

Reclassification of the Public Works Manager 3 position from salary grade 14, step 7 to salary grade 15, step 7.

Account #		FY 2011-12 Amended Recommended
101-85-0732-112	Public Works Manager 3	\$2,146
101-85-0732-299	Payroll Taxes and Fringes	\$579
101-85-0732-991	Street Fund Contingency	(\$2,725)
502-85-0753-112	Public Works Manager 3	\$2,212
502-85-0753-299	Payroll Taxes and Fringes	\$596
502-85-0753-991	Sewer Fund Contingency	(\$2,808)
513-85-0734-112	Public Works Manager 3	\$2,146
513-85-0734-299	Payroll Taxes and Fringes	\$579
513-85-0734-991	Storm Drain Fund Contingency	(\$2,725)

15. General Fund – Mayor’s Office – Arts, Culture and Events Program:

Reclassification of the Administrative Assistant position (salary grade 7, step 7) to Program Coordinator (salary grade 8, step 7).

Account #		FY 2011-12 Amended Recommended
001-10-0527-078	Administrative Assistant	(\$57,429)
001-10-0527-186	Program Coordinator	\$62,604
001-10-0527-299	Payroll Taxes and Fringes	\$2,355
001-13-0003-991	General Fund Contingency	(\$7,530)

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16. General Fund – City Attorney’s Office:

Reclassification of Assistant City Attorney 1 (salary grade 11, step 6) to Assistant City Attorney 2 (salary grade 14, step 3)

Account #		FY 2011-12 Amended Recommended
001-50-0581-235	Assistant City Attorney 1	(\$73,262)
001-50-0581-196	Assistant City Attorney 2	\$76,130
001-50-0581-299	Payroll Taxes and Fringes	\$674
001-13-0003-991	General Fund Contingency	(\$3,542)

17. Insurance Fund:

Reclassification of Risk Manager (salary grade 12, step 7) to Risk and Safety Officer (salary grade 11, step 6)

Account #		FY 2011-12 Amended Recommended
706-40-0010-152	Risk Manager	(\$28,310)
706-40-0010-030	Risk & Safety Officer	\$27,603
706-40-0010-299	Payroll Taxes and Fringes	(\$2,652)
706-40-0010-991	Insurance Fund – General Liability Contingency	\$3,359
706-40-0014-152	Risk Manager	(\$42,471)
706-40-0014-030	Risk & Safety Officer	\$41,404
706-40-0014-299	Payroll Taxes and Fringes	(\$3,980)
706-40-0014-991	Insurance Fund – Workers Comp Contingency	\$5,047

18. General Fund – Human Resources Department:

Reclassification of Training Coordinator position (salary grade 9, step 7) to Human Resources Analyst (salary grade 10, step 7).

Account #		FY 2011-12 Amended Recommended
001-15-0536-040	Training Coordinator	(\$63,815)
001-15-0536-299	Payroll Taxes and Fringes	(\$44,280)
001-15-0534-202	Human Resources Analyst	\$68,399
001-15-0534-299	Payroll Taxes and Fringes	\$45,477
001-13-0003-991	General Fund Contingency	(\$5,781)

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19. General Fund – Human Resources Department:

Reclassification of Human Resources Analyst from salary grade 9, step 7 to salary grade 10, step 7.

Account #		FY 2011-12 Amended Recommended
001-15-0534-202	Human Resources Analyst	\$4,596
001-15-0534-299	Payroll Taxes and Fringes	\$1,241
001-13-0003-991	General Fund Contingency	(\$5,837)

20. Capital Projects Fund and Street Fund:

Remove Hall Boulevard, Allen to 12th, Project from Capital Project Fund and add to the Street Fund's overlay expenditures.

Account #		FY 2011-12 Amended Recommended
310-03-3193-412	Transfer from Street Fund	(\$170,000)
310-75-3193-682	Construction	(\$160,000)
310-75-3193-683	Construction Design and Engineering Inspection	(\$10,000)
101-85-0732-814	Transfer to Capital Projects Fund	(\$170,000)
101-85-0732-422	Overlay Expense	\$170,000

21. General Fund – Mayor's Office:

Removal of 1 FTE Volunteer & Diversity Outreach Coordinator position.

Account #		FY 2011-12 Amended Recommended
001-10-0527-048	Volunteer & Diversity Outreach Coordinator	(\$54,082)
001-10-0527-299	Fringe Benefits	(\$40,179)
001-13-0003-991	General Fund Contingency	\$94,261